



Guidelines for application of project engagement

This document exists to inform about how project engagement at Chalmers Student Union works. The purpose is to facilitate the start-up of new project engagements.

Background

Project engagement is a form of engagement for new and temporary or project-type engagements. The purpose is to offer groups of, or individually, engaged technologists an easy way to organize themselves within the union.

A project engagement runs for a defined period of time, ranging from a one-off event up to a year, and should work to broaden the Union's offer and activities during that period.

For already existing union societies and student division, support can be sought from the union through special organizational support. Read more in the guidelines for special organizational support.

Criterion

Before submitting an application, an idea for a project is needed. Project engagement should have two goals:

1. Broaden Chalmers Student Union's range of activities. If there exist already similar groups, think about what characterizes your concept.
2. Provide benefit and community to members of Chalmers Student Union.

The project engagement should consist of a project group with responsibility over the project. The project group should appoint a person to act as a contact person for the student union board.

The application

The application for project engagement is made to the union board as follows:

1. Fill in the template for the application for project involvement that is available on the union's website for [student projects](#).
2. Send the completed template to karstyrelsen@chalmersstudentkar.se no later than 14 days before the next Student Union Board meeting. The dates of the Student Union Board meetings can also be found on the [student projects](#) website.

Each year there are approximately 11 student union board meetings when the application can be processed. The Student Union Board decides on the application at the next Board meeting based on the criterion above. The decision is communicated within 14 days of the board meeting.



Resources

After approval of the application to start a project engagement, the project group can receive certain resources from the union.

- Marketing
 - The right to use the Chalmers Student Union brand and name.
 - The possibility to use official communication channels such as the newsletter and af-fishing.
- Premises and storage
 - Possibility to book some of the union's premises.
 - Access to storage facilities, subject to availability.
 - Help to book university premises through the union.
- Financial support
 - If necessary, you can also apply for funding, provided you describe what the money will be used for and why it will benefit the project.
- Training, support and advice.
 - Opportunity to take part in certain training courses offered by the Union.
 - Contact with a person from the union management team.

Please describe what resources you think you need in your application.

Examples of project engagement

Maybe you are a group of students who really like a specific game? Then you can apply to start a project engagement to organize a couple of events where you meet and play that game. By making a project engagement out of this, you will have the opportunity to reach out to more students more easily, the chance to book a venue to be in and possibly financial support if needed.

Closure and development

After completing a project engagement, a written evaluation must be sent to the student union board within 30 days according to the evaluation template on the website for [student projects](#). As a rule, you cannot apply for an extension after the end of the project period, as the aim is for the project to stand on its own feet.

If the time period for your project engagement ends and you in the project group feel that you want to continue with the engagement, the recommendation is to form a student union society with the same purpose as the project. This will allow you to set up your own permanent organization with similar resources and powers.

Setting up a union society requires some administration, and therefore project engagement is also an excellent way to “try out” the activities you would like to carry out with a union association.

This guideline was adopted by the Union Board on 2021-05-04 and last updated on 2024-11-11.